

Task Code 001 - PROCEDURES FOR PRE-APPLICATION CONFERENCES – MAJOR PRE-APPS

PURPOSE

Major Pre-apps occur prior to the submittal of an official project application. The purpose is to identify major issues of a potential project, describe the implications of the issues to the applicant, and provide possible solutions, i.e. project redesign/impact avoidance (focus on the 'endgame'). Such a conference can potentially result in savings of time and resources for the applicant. Not every project will require a Pre-application Meeting, typically the more complex projects should have one. There are two types of Pre-Apps: Major Pre-apps and Initial Consultations. Major Pre-Apps are mandatory after January 1, 2007 for projects that will be approved by the Planning Commission or Board of Supervisors except cell sites and optional for other projects. Major Pre-Apps are more costly, consist of a more detailed review, and are intended to identify and resolve major issues that could affect project design and processing for large and/or complex projects.

OUTLINE OF PRIMARY STEPS

Completed by Project Manager

- Complete the Determine Appropriate Review Assignment. Ensure that specialist assignments were made & identify required attendees for the Pre-Application meeting.
- Contact Applicant to set up meeting.
- Develop the project description and identify major issues. Check for moratoriums, review for permit applicability, and check KIVA for holds, violations or any other vital information
- Determine if any extended initial studies (technical studies) are required
- Complete the Project Planning Analysis – Evaluate the project for conformance with the General Plan, Specific Plan, Zoning Ordinance, County objectives and other applicable laws and regulations. Review previous related permits or maps. Review for special permit requirements. Check applicable design review guidelines. Check if the site is a County Island – determine whether the project is adjacent to a City boundary and is surrounded substantially by incorporated City land.
- Review project for any required or potential conflicts with on-site or off-site easements.
- Review the project file items for the following: Plot Plan, Subdivision Maps and Condo Conversions, Preliminary Grading Plans, Stormwater Management Plans, Visual Analysis.
- Review the project against any applicable Findings to determine whether the Findings can be made.
- Evaluate responses from all reviewing departments, including DPW, DEH and DPR
- Set up meetings with other staff, Specialists and Departments as necessary to discuss issues and possible solutions prior to the Pre-App meeting.
- Prepare Pre-Application Summary Letter and have it reviewed by your Planning Manager.
- Attend the Development Review Team (DRT) briefing. Make revisions pursuant to DRT review.
- Transmit the Pre-Application Summary Letter to the applicant. Send a copy to the Community Group.
- Conduct the Pre-Application Meeting with the Applicant to review potential project issues
- Complete Meeting Follow-Up

Completed by DPW

- At submittal for Major Pre-apps, a DPW review is automatically assigned and a deposit is collected.
- Get a copy of APN sheet(s) from Survey Records.
- Make copies of any recent project(s) on the subject property or in the vicinity.
- Search for any nearby projects in GIS.
- Check for Circulation Element Roads/ CALTRANS facilities.
- Check for flooding/drainage improvements/drainage fees/RPO requirements.
- Check for need to comply with stormwater ordinance.

- Check with Sanitation for info on septic use or sewer connections.
- Check to see if project is located in a CSA/PRD. Contact Special Districts for information as necessary.
- Check for street lighting concerns. Contact Special Districts for information as necessary.
- Check for equestrian trails/ public pathways.
- Check for possible traffic fees/ traffic signal fees.
- Review applicable Community Right-of-way Development Standards (Fallbrook, San Dieguito, Borrego Springs, Julian) and the Ramona Road Master Plan.
- Review Public Road Standards, Private Road Standards, Subdivision Ordinance, Zoning Ordinances as necessary.
- Provide your comments to the Project Manager prior to the DRT briefing and the completion of the draft Pre-App Summary Letter. Your comments may be revised after the Pre-app Meeting as you find out more about the proposed project and discuss/present DPW's concerns and requirements.

Completed by Parks and/or DEH

- If applicable, Parks and/or DEH will attend the Initial Consultations
- Preparation, attendance and meeting follow up to be completed as needed